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MEMORANDUM TO: Office of Security Deputies, Division, Staff,
and Branch Chiefs

SUBJECT : Handling of Emergencies

1. An emergency is an unforeseen combination of circumstances which calls for immediate action and every emergency which is the result of a happening or incident outside of the routine becomes a matter of security concern. Therefore, the Office of Security must be prepared in the event of any emergency to take appropriate and immediate action to:

- (a) Protect the security interests of the Agency and the Government;
- (b) Assist the person or persons involved in the emergency; and
- (c) Advise other components in the Agency as appropriate.

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2. CIA Regulation [REDACTED] dated 30 April 1956, titled "Employee Emergencies", specifies responsibilities and prescribes practices for Agency action in the handling of employee emergencies. It requires all concerned to notify the Director of Personnel as expeditiously as possible and provide pertinent information concerning an emergency.

3. In addition to the policies and requirements mentioned above, there are several other principles which must be observed. They are as follows:

- (a) The Director of Security personally must be advised immediately of any serious emergency or any emergency concerning a senior Agency official. In addition, his office should be advised for his information, as soon as possible, of any emergency of an unusual nature which may result in inquiries to his office from other sources.

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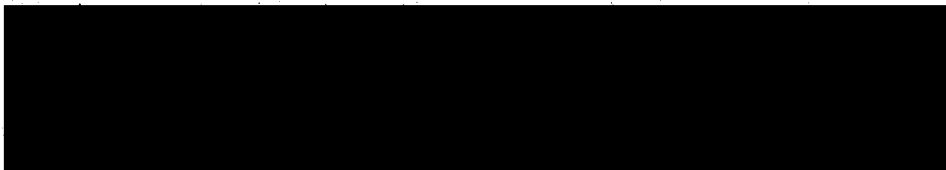
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(b) The Director of Public Relations (Colonel

Grogan, SA/DCI) should be advised promptly of any matters which may result in inquiries from the press or in any unusual or unfavorable publicity.

- (c) The Personnel Security Division is the component of primary responsibility in the Office of Security in emergencies involving staff employees.
- (d) The Security Support Division is the component of primary responsibility in the Office of Security in emergencies involving covert employees or covert matters.



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- (f) Matters involving legal or congressional interests should be coordinated with the General Counsel or the Legislative Counsel respectively.
- (g) Action in emergencies concerning staff employees overseas should follow the policies, requirements, principles, and guides prescribed herein, insofar as possible.

4. These emergency situations, which arise continually, require prompt action either by the Office of Personnel, the Office of Security, the Medical Staff, or other components of the Agency. When these emergencies arise during the normal duty hours the required actions and coordinations can be effected very easily. It is the emergency situation which occurs after duty hours which can cause difficulty. This difficulty is normally not in carrying out the required coordination and action, but in the duplication of the coordination and action among various components of the Agency involved in the situations.

5. There are several major components involved in emergency situations and these are as follows: The Office of Personnel; the Office of Security; the Medical Staff; the Security Staff of the DCI; Colonel Grogan, the SA/DCI; and the specific area division of the employee involved in the emergency situation. Of these major components the Office of Security is further divided into the Night

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(13) AGENTS. Inquiries Regarding

When a call comes in to the Night Security Officer and it is known that the call involves covert agents, the Night Security Officer will notify the Security Support Division. The Security Support Division will coordinate with the area division or office involved.

(14) FIRE

When a fire is reported to the Night Security Officer he will notify the Building Guard; the Fire Department; the Fire and Safety Officer of the Physical Security Division; the Chief, Physical Security Division; and the Deputy Director of Security (PPS).

(15) PUBLICITY. Unusual or Unfavorable

Cases which come to the attention of the Night Security Officer, involving unusual or unfavorable publicity, the Night Security Officer will notify the Personnel Security Division.

(16) POLICE MATTERS. State

In matters involving State Police and Agency employees, the Night Security Officer will notify Personnel Security Division.

(17) DANGER TO CIA BUILDINGS

When the Night Security Officer is alerted by a condition which would be a danger to CIA Buildings he is to notify the Physical Security Division. The Physical Security Division officer will determine the need to notify the Director of Security, the Safety Officer, and other officials.

(18) COVERT MATTERS

When any call comes in to the Night Security Officer concerning covert matters, the Night Security Officer will notify the Security Support Division.

(19) COMPROMISES. Security
VIOLATIONS. Security (Away From CIA Premises)

When a call comes in to the Night Security Officer regarding a security violation or a security compromise, the Night Security Officer will notify the Physical Security Division.

(20) ENTRY. Unauthorized

When a call comes in to the Night Security Officer regarding an unauthorized entry into a CIA Building, the Night Security Officer will call the Physical Security Division.

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(21) PHYSICAL PENETRATION OF CIA PREMISES. Evidences of

If it comes to the attention of the Night Security Officer that there is evidence of a physical penetration of CIA premises, the Night Security Officer will notify the Physical Security Division.

(22) TRAVELERS. Requests to Meet Travelers

Any request that comes to the attention of the Night Security Officer will be reported by him to the Security Support Division.

(23) INTOXICATION ON CIA PREMISES

When a report of a staff employee who is drunk on CIA premises comes to the attention of the Night Security Officer, he will notify the Physical Security Division.

(24) TECHNICAL SURVEYS. Requests for

Any emergency requests for technical surveys which come to the Night Security Officer, the Night Security Officer will notify the Physical Security Division.

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(26) ESCORT. Request for Personnel *Home Robbery*

When a call comes in to the Night Security Officer regarding a home robbery of a staff employee, the Night Security Officer will make a morning report unless the staff employee indicates the robbery is of such magnitude that publicity will result. The Night Security Officer will then call the Personnel Security Division.

(28) CLASSIFIED MATERIAL. Request for Escort of

When the Night Security Officer receives a call for an escort of classified material, he will notify the Physical Security Division. If the call for escort of classified material involves overseas or covert circumstances, the Night Security Officer will call the Security Support Division.

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(29) EXPLOSIVES. Request for Permission to Transport

When a Night Security Officer receives a request for permission to transport explosives, he will call the Physical Security Division.

(30) EXPLOSIVES. Request for Escort of

When a Night Security Officer receives a request for escort of explosives, he will call the Physical Security Division.

(31) ESCORT. Request for Money or Other Valuables

When a call comes in to the Night Security Officer regarding an escort for money or other valuables, the Night Security Officer will call the Security Support Division.

(32) FLOOD

When danger of flood exists at night, the Night Security Officer will notify the Physical Security Division and Public Buildings Service, General Services Administration. Physical Security Division will notify the Director of Security.

(33) REPORTS

All serious incidents which originate through the Night Security Officer will be logged and reported the following morning on the red-bordered NSO Incident Report. All emergency incidents not channeled through the Night Security Officer will be reported by memorandum the following morning by the person or office taking the action or receiving the call.

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